

**DEPARTMENT OF EDUCATION
DIVISION OF FINANCE AND INTERNAL OPERATIONS
BUREAU OF HUMAN RESOURCES/PAYROLL OFFICE
JOB OPPORTUNITY
PAYROLL CLERK**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current Payroll Clerk examination list, or State employees who currently hold the title or who have achieved permanent status as a Payroll Clerk

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Position#: 62856

Salary: \$40,814 – \$53,525

Closing Date: July 12, 2013

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Payroll Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

EXAMPLE OF DUTIES:

Performs a full range of activities in the preparation and maintenance of the agency's payroll; maintains employee deductions and tax information, processes employee actions in CORE-CT (i.e., hires, leaves, promotions and general changes); reviews and verifies payroll entries; assists with processing mass payments (retroactive salary adjustments, longevity, etc.); processes termination payments; establishes and monitors employee leave accruals and schedules; acts as a liaison with school business managers and agency employees; and other payroll duties as assigned consistent with the Payroll Clerk job specification.

GENERAL KNOWLEDGE:

Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which may include word processors, computer terminals or other automated equipment.

GENERAL EXPERIENCE:

Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

SPECIAL EXPERIENCE:

One (1) year of the General Experience must have involved payroll preparation.

SUBSTITUTE REQUIREMENT:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

2. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

NOTE: Candidates must currently hold the State job classification of Payroll Clerk or appear on the state certified examination list.

PREFERRED EXPERIENCE:

Proficiency in the Core-CT Human Resources Management System (HRMS) including the ability to enter and extract data to process employee actions; experience establishing and maintaining employee leave accruals and schedules; experience maintaining employee deductions; and the ability to generate EPM and other Core reports.

ELIGIBILITY REQUIREMENT:

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) current professional references to:

**Connecticut State Department of Education
Bureau of Human Resources/Payroll Office
165 Capitol Avenue, Room 317
Hartford, CT 06106
ATTN: Alicia Sailor, Payroll Manager
TEL: (860) 713-6655
FAX: (860) 713-7012
E-MAIL: alicia.sailor@ct.gov**

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